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EMPLOYEES' RETIREMENT SYSTEM
HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND
OFFICE OF THE PUBLIC DEFENDER
PUBLIC UTILITIES COMMISSION

ADMINISTRATIVE AND RESEARCH OFFICE
BUDGET, PROGRAM PLANNING AND
MANAGEMENT DIVISION
FINANCIAL ADMINISTRATION DIVISION

June 14, 2004

FINANCE MEMORANDUM

MEMO NO. 04-08⁹

TO: All Department Heads

FROM: Georgina K. Kawamura
Director of Finance

SUBJECT: Update of Revenue Estimates

The Department of Budget and Finance (B&F) compiles and reports the State's revenues to the Council on Revenues (Council) as required by Section 37-111, HRS. It is expected the Council will schedule a meeting for the first week of September 2004. The Council submits its report on projections of tax and non-tax revenues to the Governor and the Legislature for their use in making budget decisions. A copy of the Council's latest revenue estimate report, which includes your department's revised quarterly projections, is attached for your reference (Attachment A).

Attached for your review and update are copies of revenue estimate forms that reflect your department's estimates that were submitted to the Council for its May 2004 report. If your department receives or anticipates receipt of revenues for which an estimate form has not been provided, please fill out a blank form with the appropriate data.

Please comply with the procedures listed in Attachment B and only submit Program Revenue Details forms (original and one copy) with CHANGES to B&F, Budget, Program Planning and Management Division (BPPMD) on or before August 6, 2004. If there are NO CHANGES, please return or FAX (586-1873) the attached sample transmittal (Attachment C) as soon as possible, but no later than August 6, 2004, to BPPMD.

Because the revenues reported during this period will impact the formulation of the FB 2005-07 budget, it is imperative that all revenues are identified and reported accurately. We appreciate your continued cooperation in updating your estimates in a timely manner. If there are any questions, please have your staff contact Mr. Neal Miyahira, Administrator of BPPMD, at 586-1530.

Attachments

**STATE OF HAWAII
GENERAL FUND
MULTI-YEAR REVENUES FROM SOURCES OTHER THAN TAXES
FISCAL YEARS 2003 - 2010
(in thousands of dollars)**

<u>Source</u>	<u>Actual FY 2003</u>	<u>Estimated FY 2004</u>	<u>Estimated FY 2005</u>	<u>Estimated FY 2006</u>	<u>Estimated FY 2007</u>	<u>Estimated FY 2008</u>	<u>Estimated FY 2009</u>	<u>Estimated FY 2010</u>
Licenses & Permits	1,206	953	962	962	962	962	962	962
Revenues from Use of Money and Property	61,143	51,630	56,328	56,122	55,599	55,156	54,806	54,705
Federal Grants	6,669	53,171	3,155	3,155	3,155	3,155	3,155	3,155
Revenues from Other Agencies	3,787	1,403	1,403	1,403	1,402	1,402	1,402	1,402
Charges for Current Services	149,636	144,989	147,840	150,768	154,554	160,168	164,057	167,901
Fines, Forfeits & Penalties	74	699	697	695	695	695	695	695
Repayment of Loans & Advances	20,166	25,057	22,145	26,954	28,681	27,961	27,435	20,994
Other Non-Revenue Receipts	341,447	145,368	111,970	126,361	137,820	144,648	146,266	146,373
Subtotal	584,127	423,269	344,500	366,421	382,868	394,147	398,778	396,187
Judiciary	30,310	28,687	29,135	29,747	30,335	30,927	31,527	32,145
Total	614,437	451,956	373,635	396,167	413,203	425,074	430,305	428,332

**STATE OF HAWAII
SPECIAL REVENUE FUND
MULTI-YEAR TAX REVENUES
FISCAL YEARS 2003 - 2010
(in thousands of dollars)**

Sources	Actual <u>FY 2003</u>	Estimated <u>FY 2004</u>	Estimated <u>FY 2005</u>	Estimated <u>FY 2006</u>	Estimated <u>FY 2007</u>	Estimated <u>FY 2007</u>	Estimated <u>FY 2009</u>	Estimated <u>FY 2010</u>
Transfer of Gen. Excise Tax	8,570	8,500	1,350	-	-	-	-	-
Transfer of Tobacco Tax	1,024	1,040	1,047	1,047	1,047	1,047	1,047	1,047
Liquid Fuel:								
Highway	75,733	74,558	75,342	76,126	76,910	77,694	78,477	79,263
Aviation	2,973	2,660	2,687	2,713	2,741	2,768	2,796	2,824
Small Boats	<u>1,441</u>	<u>1,300</u>	<u>1,300</u>	<u>1,300</u>	<u>1,300</u>	<u>1,300</u>	<u>1,300</u>	<u>1,300</u>
Subtotal	80,147	78,518	79,329	80,139	80,951	81,762	82,573	83,387
Transfer of Transient Accom Tax	92,852	93,292	93,812	97,304	101,015	104,886	108,892	113,096
Motor Vehicle Weight Tax	27,222	26,164	26,783	27,401	28,020	28,639	29,257	29,876
Vehicle Registration Fee Tax	19,037	18,425	18,680	18,936	19,191	19,446	19,702	19,957
Vehicle Surcharge:								
Rental /Tour	39,472	38,402	38,913	39,425	39,937	28,942	29,454	29,966
Environmental Response Tax	1,562	1,800	1,800	1,800	1,800	1,800	1,800	1,800
Unemployment Comp Tax	134,698	147,000	147,000	147,000	147,000	147,000	147,000	147,000
Employment & Training	765	800	800	800	800	800	800	800
Election Campaign Contrib T.F.	29	260	260	260	260	260	260	260
Transfer of Banks & Fin. Corp Tax	1,500	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Transfer of Conveyance Tax	5,909	7,368	5,740	5,772	5,772	5,772	5,772	5,772
Transfer of Tax on Ins. Premiums	<u>1,096</u>	<u>1,350</u>	<u>1,400</u>	<u>1,500</u>	<u>1,500</u>	<u>1,600</u>	<u>1,600</u>	<u>1,600</u>
Total	<u>413,883</u>	<u>424,918</u>	<u>418,914</u>	<u>423,384</u>	<u>429,293</u>	<u>423,954</u>	<u>430,157</u>	<u>436,561</u>

STATE OF HAWAII

SPECIAL REVENUE FUND - SPECIAL FUNDS
 MULTI-YEAR REVENUES FROM SOURCES OTHER THAN TAXES
 FISCAL YEARS 2003 - 2010
 (in thousands of dollars)

Sources	<u>FY 2003</u>	<u>Estimated FY 2004</u>	<u>Estimated FY 2005</u>	<u>Estimated FY 2006</u>	<u>Estimated FY 2007</u>	<u>Estimated FY 2008</u>	<u>Estimated FY 2009</u>	<u>Estimated FY 2010</u>
Licenses & Permits	13,822	12,617	12,930	12,876	12,768	13,210	12,931	13,082
Revenues from Use of Money and Property	151,575	150,477	148,954	151,315	155,952	156,716	158,649	159,732
Federal	213,387	207,040	316,105	233,023	226,002	223,932	224,275	224,275
Other Agencies	21,363	18,664	20,889	20,889	20,889	29,029	29,029	29,029
Charges for Current Services:								
Utils & Other Enterprises	314,416	294,655	300,627	319,814	316,786	315,736	318,673	322,178
Others	463,062	469,844	499,484	526,669	530,667	533,472	534,175	534,263
Fines, Forfeits & Penalties	2,820	5,503	1,993	2,039	2,084	2,130	2,227	2,223
Non-Revenue Receipts	266,949	174,374	149,105	149,101	149,101	153,232	153,232	153,232
Judiciary	5,483	5,383	5,096	4,933	4,966	4,491	4,516	4,541
Office of Hawaiian Affairs	<u>79</u>	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>
Total	<u>1,452,956</u>	<u>1,338,656</u>	<u>1,455,283</u>	<u>1,420,759</u>	<u>1,419,315</u>	<u>1,432,048</u>	<u>1,437,807</u>	<u>1,442,655</u>

STATE OF HAWAII

SPECIAL REVENUE FUND - OTHER THAN SPECIAL FUNDS
Multi-Year Revenues from Sources Other than Taxes
Fiscal Years 2003 - 2010
(in thousands of dollars)

<u>Source</u>	Estimated <u>FY 2003</u>	Estimated <u>FY 2004</u>	Estimated <u>FY 2005</u>	Estimated <u>FY 2006</u>	Estimated <u>FY 2007</u>	Estimated <u>FY 2008</u>	Estimated <u>FY 2009</u>	Estimated <u>FY 2010</u>
Licenses & Permits	440	425	425	425	425	425	425	425
Revenues from Use of Money and Property	60,265	56,394	55,810	54,309	54,131	54,433	54,340	54,238
Federal	1,395,970	1,528,290	1,514,140	1,502,773	1,548,986	1,593,216	1,643,137	1,701,960
Other Agencies	11,805	11,097	10,594	10,594	10,490	10,490	10,490	10,490
Charges for Current Services	104,269	108,162	126,096	94,392	74,996	76,984	75,319	75,179
Fines, Forfeits & Penalties	1,000	1,878	1,303	1,258	1,258	1,258	1,258	1,258
Non-Revenue Receipts	552,337	663,160	731,422	734,434	754,925	748,258	769,108	771,744
Office of Hawaiian Affairs	<u>54,035</u>	<u>13,800</u>	<u>13,800</u>	<u>13,800</u>	<u>13,800</u>	<u>13,800</u>	<u>13,800</u>	<u>13,800</u>
TOTAL	<u>2,180,121</u>	<u>2,383,206</u>	<u>2,453,590</u>	<u>2,411,985</u>	<u>2,459,011</u>	<u>2,498,864</u>	<u>2,567,877</u>	<u>2,629,094</u>

ATTACHMENT B

UPDATE OF REVENUE ESTIMATES

1. Make all changes in RED INK to facilitate the keypunching phase of the reporting cycle.
2. Briefly explain all changes (increases and decreases). Please print the name of a reference person and a phone number for follow-up questions.
3. Provide revenue estimates for FYs 2005-11 and explain how the estimates were determined. Please update FY 04 for the actual amount and explain any variances from projected.
4. For accounts with "S" type appropriations, e.g., appropriation symbol = S2005nnnX, identify whether the account is a Special Fund or a Revolving or Other Fund.
5. For Special Funds that have been repealed, DO NOT DELETE the revenue record. Place zeros in the revenue amounts of the appropriate fiscal periods instead of deleting the record and annotate on the form the fund has been repealed.
6. Please ensure all transfers from non-general funds to the general fund are included on revenue worksheets. For repealed special funded programs that are transferred to the general fund, fill out a worksheet that reflects the projected revenues in the general fund. On a separate form, provide an estimate of the ending balance that will be transferred upon termination of the special fund using source code 1992.
7. For "pass-through" transactions. If your agency is the lead agency and funds are transferred via the Department of Accounting and General Services' (DAGS) 804/805 transaction codes, report total funds received before pass-through occurs. Receiving agencies need not report these revenues. All other transfers that are not recorded via 804/805 transactions must be reported by the receiving agency.
8. Include all previously unreported revenue sources on appropriate new forms. Tax revenues, federal grants, and other than federal grants should be reported on forms for Revenue Type "X," "Y," and "Z," respectively. Please do not submit new estimates on prior year blank forms. The year codes are no longer valid. Forms are available for download at:
<http://www.state.hi.us/budget/bppmforms.htm#revenueestimate>.

9. Use only valid DAGS source codes. Where source codes or appropriation symbols are pending, e.g., new programs, complete a blank revenue form for these programs: report the applicable projected revenues, use the closest codes/symbols, and note that the actual information is pending. When a new source code/appropriation symbol is assigned, revise the revenue sheet as necessary.
10. To ensure the correct matching of revenue estimates and collection data on the MBP454-B Report (FAMIS system), the estimate data will be posted to the parent account if both parent and program accounts are reported for a revenue source.
11. Where worksheets are centrally collected from programs for submission to the Department of Budget and Finance (B&F), please send whatever you have before the deadline instead of waiting for "stragglers." Please indicate whether more worksheets will be forthcoming or not.
12. Submit worksheets (**original and one copy**) with CHANGES ONLY to B&F, Budget, Program Planning and Management Division (BPPMD), through the Director of Finance, on or before the stated deadline.
13. If there are NO CHANGES, please return or FAX the attached sample transmittal on or before the stated deadline to the B&F, BPPMD (FAX number – 586-1873).

ATTACHMENT C

TRANSMITTAL

DATE _____

TO: Mr. Neal Miyahira, Administrator
Budget, Program Planning and Management Division
Department of Budget and Finance

FROM: _____

SUBJECT: REVENUE ESTIMATES

No changes are required

Changes are attached

If there are questions, please call _____

at _____.